

VACANCY ANNOUNCEMENT

(Announcement Number: 15-43)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Human Resources Management (HRM) Specialist.

OPEN TO: All Interested Candidates

POSITION: Human Resources Management Specialist

OPENING DATE: August 27, 2015

CLOSING DATE: September 10, 2015

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent is the senior employee in the Human Resources Section. As the senior employee of the section, the incumbent plans, monitors and supervises the Embassy's day-to-day HR operations. The incumbent serves as the principal advisor to the Human Resources Officer (HRO) on a variety of personnel issues including employment terms and conditions, compensation management, staff development needs and disciplinary issues. The incumbent keeps abreast of the new policies and practices, develops standard operating procedures and human resources policies in response to the evolving needs of the Mission. The incumbent provides supervision and guidance to other employees in the section. As Mission's expert on local labor rules and practices, the incumbent advises HRO on interpretation of these rules. The incumbent maintains close liaison with local employers and comparator companies to keep abreast of and conduct surveys on staff benefits and local employment practices as and when needed.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelor's degree in Social Sciences, Business, Management, Liberal Arts, Public Policy, Public Administration, or Human Resources Management is required.
2. Minimum of five years of progressively responsible experience in Human Resources Management is required. At least one year of supervisory experience is required.
3. Level IV (Fluent) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.
4. Thorough knowledge of host country labor rules and local HR practices is required. Good knowledge of the Department of State's policies and regulations related to personnel management is required.

5. Excellent managerial skills are required. Must have experience in project management. The ability to deal tactfully and effectively with all levels of local employees, supervisors and American employees is required. The ability to accurately interpret and communicate the regulations to all levels of employees is required. Excellent analytical writing skills and ability to draft correspondence and policies in clear English are required. The ability to use various Windows-based computer applications such as MS Word, MS Excel and MS Outlook is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: Recruitktm1@state.gov (write “Application for HRM Specialist” in the Subject)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for HRM Specialist”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE

Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4557 Contact the Human Resources Office for further details regarding this announcement.